Using Microsoft Outlook Web Access (OWA) :

This tip provides users with the required steps to get started using Outlook Web Access (OWA) and step–by–step instructions on how to log in to and out of OWA from a non–NMCI seat.

OWA allows you to send, receive, create, reply to, forward, and delete e–mail messages from any workstation, including those not connected to the NMCI network. While connected through OWA, you can access your e–mail, calendar, and contacts following the same steps you use in Outlook.

Review Current OWA Policy

Navy users: Navy policy regarding OWA usage.

Marine Corps users: Marine Corps policy regarding OWA usage.

Complete OWA Policy Awareness Activities

You must successfully complete the Outlook Web Access (OWA) Policy Training CBT module on Homeport to certify your awareness of OWA policy and print out the Certificate of Course Completion.

Submit OWA Forms for Commanding Officer Approval

The Certificate of Course Completion for the OWA Policy Training CBT, OWA User Responsibilities and Acknowledgement (PDF, 29K), and Request for Remote Access to Unclassified E–mail By Non–DOD Computer (PDF, 13K) forms must be printed out, completed and sent to your Commanding Officer (CO) for approval. When you receive approval, you will need to ensure that you have a valid Common Access Card (CAC), CAC reader and drivers, CAC middleware, and your current NMCI network password.

Obtain a CAC Reader, Drivers and Middleware

If you need to obtain a CAC reader, drivers and middleware, such as ActivClient, to access OWA, consult your local Command or one of the following web sites:

- Navy users: Navy INFOSEC web site
- Marine Corps users: MCNOSC web site

Obtain NMCI Network Password

If you do not know your current NMCI network password, it can be reset from the NMCI network using your CAC and the Automated Password Reset (APR) tool. Refer to the *User Tools* section of Homeport for detailed instructions on utilizing this tool: http://homeport/user_tools.asp.

Download and Install the S/MIME Control

Downloading the Secure Multi–Purpose Internet Mail Extensions (S/MIME) control option allows the OWA user to view signed, encrypted or signed and encrypted e–mail messages. Refer to the Microsoft Outlook Web Access (OWA) User's Guide (PDF, 1.4M) for the steps to download and install the S/MIME control option. Signing of e–mail is required per NTD 07–06 for Navy and per 171415Z May 04 PKI for Marine Corps.

Logging In To OWA

During your OWA session use only a wired internet connection, ensure that no wireless connections are turned on, and that no other web browser windows are open.

To log in to OWA, perform the following steps:

1. Open your Internet browser (e.g. **Internet Explorer** or **Netscape**). Insert your CAC into the CAC reader. Enter your CAC personal identification number (PIN), if prompted.

    Note: Although other web browsers will work, certain OWA features and functions are available only with Internet Explorer 5.0 or later versions. Using the recommended browser allows you to perform all tasks properly.

2. Click within the Address field and delete the existing address. Type the appropriate URL exactly as it appears below:
    o Navy users: https://webmail.nmci.navy.mil
   o Marine Corps users: https://webmail.nmci.usmc.mil

    Click the **Go** button or press the **Enter** key on your keyboard.

3. The *Client Authentication* or (*Choose a Digital Certificate*) window appears. Select your Identity Certificate. Click **OK**.

    Note: If the Public Key Infrastructure (PKI) from your CAC is not loaded into Internet Explorer, refer to the .

4. The *ActivClient Login* window appears. Enter your CAC PIN when prompted. Click **OK**.
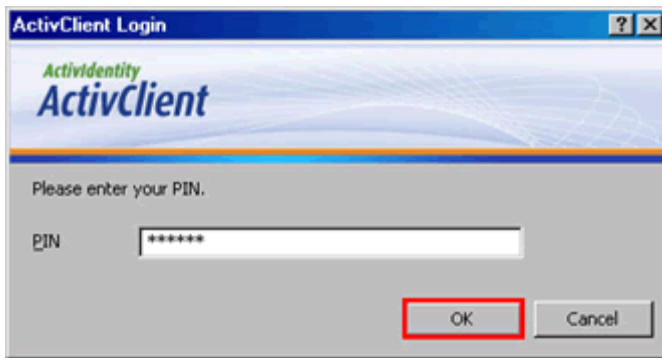
5. If the *Security Information* pop–up window appears, click **Yes**.
6. The *Enter Network Password* dialog window appears.
7. In the *User Name* field, enter your NMCI domain (for example nadsusea, nadsuswe, mcdsus, mcdsjp, or pacom), followed by a backslash and your NMCI user name.
    o   For example, Jack Smith's user name is *jack.smith* and his domain is *nadsusea*. Therefore, Jack types **nadsusea\jack.smith** in the *Domain/User Name* field.

    If you do not know your NMCI domain, refer to the Five Important Facts About Your NMCI Seat under the Quick Tips section of Getting Started.

8. In the *Password* field, enter your NMCI network password. Click **OK**.
9. Wait while you are connected to the mail server. When connected, the main *Microsoft Outlook Web Access* window appears.

    Note: For security purposes OWA sessions will time out after 15 minutes of inactivity. Should your session time out, simply log on again.

Logging Out of OWA

You must end your e–mail session by closing all e–mail files, logging out of the OWA session, clearing the web browser cache, closing all browser windows, and turning off the workstation. *Sleep* and *Standby* modes are not acceptable.

To log out of the OWA session, perform the following steps:

1. Close all e–mail files.
2. Click **Log Off** from the *Outlook Web Access* window to terminate your OWA session.

3. **Note**: Do not close the *Outlook Web Access Log Off* window at this point.

Perform one of the sets of steps below, based on your web browser, to clear the web browser cache from your workstation and close all web browser windows.

Internet Explorer 6

1. Open the **Tools** menu and click **Internet Options…**.
2. From the *General* tab, click **Delete Files…** under *Temporary Internet Files*.
3. At the *Delete Files* pop–up window, select the **Delete all offline content** checkbox, if desired. Click **OK**.
4. Click **OK** to exit *Internet Options*.
5. From the web browser menu click **File | Close**.
6. Close all of the web browser windows to securely log out of OWA.

   Note: You must close all web browser windows to securely log out of OWA. For additional details, refer to the Navy policy or the Marine Corps policy regarding OWA usage.

7. If this *Microsoft Internet Explorer* message window appears, click **Yes**.
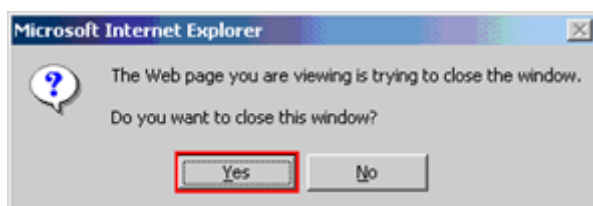
8. At the *Outlook Web Access* window, click **Close**.

9. Immediately turn off your workstation. *Sleep* and *Standby* modes are not acceptable.

Internet Explorer 7

1. Open the **Tools** menu and click **Internet Options…**.

   From the *General* tab, click **Delete…** under the *Temporary Internet Files* heading.

2. From the *Delete Browsing History* window, select **Delete files…**.

   At the *Delete Files* window, click **Yes**.

3. From the *Delete Browsing History* window, click **Close**.
4. Click **OK** to exit *Internet Options*.
5. Click **Close** to close the *Outlook Web Access* window.
6. Close all of the web browser windows to securely log out of OWA.

   Note: You must close all web browser windows to securely log out of OWA. For additional details, refer to the Navy policy or the Marine Corps policy regarding OWA usage.

7. If this *Microsoft Internet Explorer* message window appears, click **Yes**.
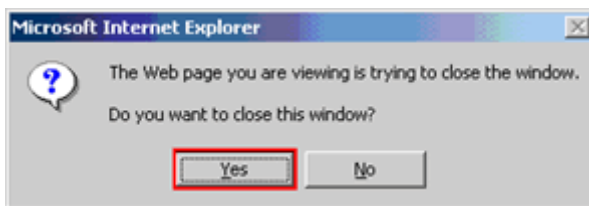
8. At the *Outlook Web Access* window, click **Close**.

9. Immediately turn off your workstation. *Sleep* and *Standby* modes are not acceptable.

Netscape

1. Open the **Edit** menu and click **Preferences**.

   Click "**+**" next to *Advanced* to expand the menu.

2. Click **Cache**. Click **Clear Disk Cache**. At the *Disk Cache* pop-up window, click **OK**.
3. Click **Clear Memory Cache**. At the *Memory Cache* pop-up window, click **OK**.
4. Click **OK** to exit *Preferences*.
5. From the web browser menu click **File** | **Close**.
6. Close all of the web browser windows to securely log out of OWA.

    Note: You must close all web browser windows to securely log out of OWA. For additional details, refer to the Navy policy or the Marine Corps policy regarding OWA usage.

7. At the *Outlook Web Access* window, click **Close**.

8. Immediately turn off your workstation. *Sleep* and *Standby* modes are not acceptable.

For More Information or Assistance

- Visit the NMCI User Information Web page; or
- Contact the NMCI Help Desk by **telephone** at (866) THE-NMCI / (866) 843-6624 or by **e-mail**:
    - USMC: helpdesk_usmc@nmci.usmc.mil
    - USN: helpdesk_navy@nmci-isf.com

Next Steps

Contact
    EDS NMCI User Training